



**COOPERATIVE DRIVER TESTING PROGRAM PLAN  
(CDTP)**

**BY:  
MONTANA DEPARTMENT OF JUSTICE  
MOTOR VEHICLE DIVISION**

**IN CONSULTATION WITH:  
MONTANA OFFICE OF PUBLIC INSTRUCTION  
TRAFFIC EDUCATION UNIT**

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## ***COOPERATIVE DRIVER TESTING PROGRAM***

### ***(CDTP)***

Montana's 53<sup>rd</sup> 1993 Legislative Assembly amended HB 2 to read as follows:

“The Department (Justice) shall prepare a plan by July 1, 1994, in consultation with the Superintendent of Public Instruction, to have driver license examinations of students conducted, under the supervision and direction of the Department (Justice), by local school district staff of traffic education programs administered by the Superintendent of Public Instruction.”

This plan is to be presented to the legislative audit committee.

Montana's 54<sup>th</sup> 1995 Legislative Assembly passed HB248 which officially creates the Cooperative Driver Testing Program (CDTP). MCA 61-5-110 was amended to authorize certified cooperative driver testing program staff to administer the Department of Justice's knowledge and road tests. Only state-approved high school traffic education programs offered by, or in cooperation with, a school district that employs an approved instructor who has current endorsement from the Superintendent of Public Instruction, as a teacher of traffic education, and who agrees to comply with regulations of the Department of Justice and the Office of Public Instruction can be certified.

## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

### **REASON TO CERTIFY THE DOJ DRIVER LICENSE TEST**

**High School Traffic Education Students** represent 32% of the original license tests administered annually by the Montana Department of Justice (DOJ). Approximately 46,000 original licenses are issued annually by DOJ.

**Several States** now offer some form of certification of driver exams using driver education teachers.

#### **Positive Reasons for this Approach:**

- **Reward youthful, educated drivers.**
- **Improves service** to the public because less time is spent administering driver examinations at the driver services facility. **(Saves Money!)**
- **Provides an incentive** for students to take driver education more seriously.
- **Offers a more standardized approach** to high school traffic education assessment rules.
- Makes **Traffic Education a more critical component** of Montana's educational system.
- Leads to more consistent **outcomes** of traffic education.
- Provides the opportunity to **raise the level of testing** during the driving exam.
- **May increase demand** for high school traffic education. (Presently, 87% of the eligible students take traffic education.)

#### **Drawbacks:**

- **More responsibility** placed on the schools.
- **Additional school time and expenses** may be needed to administer driver exams.
- Teachers may fear for the **implied accountability and associated liability** when they, in essence, certify a young person to have their drive test waived.
- The **check and balance** system of the schools and licensing agency **may be compromised**.
- **Community and parent pressure** may be placed upon the traffic education teacher to **pass students**.
- **Sends signal** that the **main purpose** of driver education is **to get a driver license**.

**Prior to Illinois joining the "Waiver" Movement**, the Secretary of State studied the driving examination histories and subsequent driving records of driver education graduates.

**Four Conclusions Were Reached:**

1. Graduates of high school traffic education programs exhibit great success in passing the driver exam.
2. The driver exam prevents only a small percentage of graduates from obtaining their driver license.
3. The vast majority of high school traffic education graduates are generally not multiple offenders.
4. Driver tests are not designed to screen the most common traffic violations committed by high school traffic education graduates.

**Illinois' conclusion was:**

The best judge of a driver's ability is that authority figure who spends the most time observing them...

**“ THE DRIVER EDUCATION INSTRUCTOR.”**

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**SAMPLE LETTER TO SCHOOL SUPERINTENDENT**

Superintendent  
Helena Public Schools  
PO Box 5417  
Helena, Montana 59601

Dear Superintendent:

I am pleased to invite your school district to participate in the Department of Justice/Office of Public Instruction Cooperative Driver Testing Program (CDTP). This new program is designed to establish a partnership between school districts and the Motor Vehicle Division of the Department of Justice.

**HIGHLIGHTS OF THE PROGRAM INCLUDE:**

- ✓ Traffic Education Instructors can certify to have portions of the Montana Driver License test waived if students pass the CDTP knowledge and driving tests included in their driving course;
- ✓ Participation is open only to those offering Office of Public Instruction approved courses;
- ✓ Students are more motivated to participate in high school traffic education;
- ✓ Successful completion of the CDTP will expedite the licensing process resulting in less school and work time lost by students and their parents. Parental (responsible adult) consent will still be necessary for students to receive their Montana Driver's License.

The Cooperative Driver Testing Program promises benefits to all. I encourage your school district to participate and look forward to working with you.

If you have any questions, please do not hesitate to contact Anita Oppedahl, Field Operations Bureau Chief, at 444-1778, Patrick McJannet, Program Supervisor, Field Operations Bureau, at 444-1779, David Huff, Driver Education Director, Office of Public Instruction, at 444-4396, or myself at 444-1773.

Sincerely,

Dean Roberts, Administrator  
Motor Vehicle Division  
Department of Justice

## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

### **ABOUT THE PROGRAM**

**Montana's Cooperative Driver Testing Program (CDTP)** is designed to enhance high school traffic education as well as to improve the Department of Justice (DOJ)/Office of Public Instruction (OPI) service to the public. Students participating in high school traffic education courses approved by the OPI/DOJ may qualify to have their licensing test waived if they meet new CDTP uniform course standards.

#### **Program Requirements**

1. The CDTP is available only to schools offering state approved high school traffic education courses through the DOJ/OPI. Participation is voluntary.
2. Instructors must have current approval as a Teacher of Traffic Education issued by OPI.
3. Instructors will administer the CDTP knowledge and driving tests as part of the course.
4. The DOJ will monitor the program by conducting random checks of students who have been certified to have their driving test waived. These spot checks may require the student to demonstrate his or her ability to pass the driving test.

#### **Student Benefits**

1. Students who score at least 82% on the DOJ knowledge test will not be re-tested at the exam station.
2. Students who score at least "7" on the DOJ driving test and are judged competent by the driver education instructor, will be certified to have their test waived. However, a percentage of all students will be re-tested at the exam station.
3. If students qualify to have one or both of their licensing tests certified to be waived, the instructor will notify the DOJ and the students will simply go to a driver licensing station, fill out the proper paperwork, pass the DOJ vision test, pay the appropriate fee(s) and have their photos taken. Those who have only one of the tests certified would have to take the other one when applying for their license.

**Instruction Permits**

Instructors certified by the DOJ under the CDTP can directly issue a Traffic Education Learner License (TELL) to students who are at least 14 ½ years of age and are successfully participating in an OPI/DOJ approved high school traffic education course.

The TELL allows the student to practice driving only when accompanied by an approved instructor or licensed parent or guardian riding in the front seat of the vehicle next to the student. The TELL is valid for six months from date of issue.

**NO STUDENT SHOULD BE PERMITTED TO DRIVE UNLESS THEY HAVE SUCCESSFULLY PASSED THE REQUIRED VISUAL SCREENING !!**

**How to Participate**

To apply, complete the Intent to Participate, Instructor Compliance Affidavit and successfully complete DOJ/OPI required training classes and mail to:

Montana Department of Justice  
Motor Vehicle Division  
303 N Roberts  
PO Box 201430  
Helena MT 59620-1430

**NEED AN APPLICATION OR HAVE QUESTIONS?  
CALL: 444-1778 OR 444-1779**



## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP) PROCEDURES**

### **Students Eligible to Participate**

Students enrolled in the high school traffic education class may qualify to receive CDTP credit for the Department of Justice (DOJ) knowledge and/or driving tests required for a Class D license or a Class D learner permit. The students must be currently enrolled in an Office of Public Instruction (OPI) approved course in order to participate. To receive credit for the knowledge test, students must have completed a number of required components of your course. To receive credit for the driving test, they must complete the entire course.

### **Student Outcome**

If a student, within six months of the permit issue date, passes a DOJ knowledge, or driving skills test, and meets the minimum age requirement, the corresponding DOJ test will be certified. Students not qualifying under the DOJ test standards will need to retest at the local driver exam stations.

Students who have successfully completed the course, are 15 years of age, and do not wish to obtain a license at the end of the six-month permit period, may be issued a Learner's License for an additional six months by paying the appropriate license fee. **This transaction must be completed before the original permit expires.** The DOJ will honor the certified test(s) for the extended permit period.

Because knowledge and driving tests are just two of the factors that must be considered when we issue a license (or permit), it is important for everyone to understand that students may pass both the DOJ knowledge and driving tests and still not be a safe responsible driver.

The tests indicated below by asterisks (\*) are the DOJ tests a teacher can certify. In addition to meeting technical eligibility requirements, such as establishing proof of identity and obtaining written consent from parents, the minimum requirements for a Class D license and permit are as follows:

**Class D TELL**

Minimum age is 14 ½

Vision

Knowledge \*

**Class D Instruction Permit**

Minimum age is 15 upon course completion

Vision

Knowledge \*

**Class D Driver's License**

Minimum age is 15 upon course completion

Vision

Knowledge \*

Driving \*

The TELL is valid for six months from the date issued. Be sure to advise your students not to let their permit expire or the tests will have to be re-administered by the DOJ driver license examiner.

## **CDTP Testing Requirements**

As part of the regular high school traffic education course, teachers administer a variety of knowledge and driving tests. The grades issued for course completion may be based upon a combination of such tests, as well as attendance, participation, etc.

For the purpose of the CDTP, only two tests are considered:

### **1. The DOJ Knowledge Test;**

To pass the DOJ knowledge test, students must answer 82% of the questions correctly. This test must be administered at the appropriate times, in a supervised setting (no take-home test), and records must be maintained in a secure location.

### **2. The DOJ Driving Test;**

The DOJ driving test must include the normal basic control skills used in everyday driving: left and right turn; handling traffic and a variety of roadway conditions; applying appropriate visual and perceptual skills; General Attitude and Driving Behavior. The driving test should be conducted in moderate to heavy traffic conditions and include basic driving maneuvers which would provide for an adequate assessment of the student's visual/perceptual, defensive and manipulative driving skills.

**If, in your judgement, the student demonstrates safe driving competence with respect to both skills and judgement, you may "PASS" the student and certify that the DOJ driving test be waived.**

**If you feel the student needs further testing before being licensed, you should not certify the driving test. The student will then be examined by a DOJ examiner.**

### **Certification Requirements**

As documentation that a student has passed the CDTP knowledge and/or driving tests, you must complete certain sections of the OPI "Student List" (Form TE04) and sign the "Certification" sections A and B of Form TE03. The following sections must be completed:

- (a) The student's full legal name as it appears on his or her birth certificate;
- (b) Date of birth, with month-day-year;
- (c) Date course completed;
- (d) Successful course completion status;
- (e) If applicable, certification of the knowledge test;
- (f) If applicable, certification of the driving test.

### **Record Requirements**

All CDTP student test scores must be maintained for a minimum of five years. This requirement is satisfied by keeping on file the School's copy of the "Student List" form as well as their regular class rolls/grade books.

### **Auditing of the CDTP**

In order to maintain program integrity, from time a student who has been certified as waived from having to take the driving test will be randomly selected for DOJ testing. This means that driver license examiners, upon a pre-determined schedule, may administer driving tests to compare results with the schools. Except under the most extreme conditions, if a student has been certified as waived, the DOJ will honor the school's waiver. The audit comparisons will be used to monitor the program as a whole, not to single out any individual student or instructor. However, if a pattern of discrepancies becomes apparent, the DOJ/OPI will work with the school personnel to resolve any problems.

The DOJ and/or OPI may conduct periodic visits to randomly selected classrooms in order to ensure minimum standards are maintained. The intent of the visit is to monitor, assess and strengthen the CDTP effort as a whole.

**HAVE QUESTIONS? CALL 444-1778 OR 444-1779**

## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

### **INSTRUCTOR REVIEW PROCEDURES**

1. When a local driver license examiner (Examiner) observes or learns of an incident(s) of noncompliance by a CDTP qualified driver education instructor (Instructor), the Examiner shall communicate with the Instructor to identify areas of noncompliance and offer information and assistance to correct the incident(s).
2. When an Instructor does not follow the required procedures and policies of the CDTP program and does not respond to the assistance of the Examiner provided as required in number 1 (one) above, the Examiner shall document the incident(s) and report the same to the chief of the Field Operations Bureau (FOB) of the Department of Justice, Motor Vehicle Division in Helena.
3. The FOB Chief or the chief's designee shall review the incident(s) reported by the Examiner. If the chief or the chief's designee believes that the incident(s) warrant further investigation, the chief or designee shall direct the regional driver license examiner (Regional Manager) for the geographic area in which the CDTP program is located to conduct further investigation and review the documentation of the Examiner and the paperwork submitted by the Instructor (applications, TE04, etc.).
4. The Regional Manager shall report his/her findings to the chief of Field Operations Bureau of the Department of Justice, Motor Vehicle Division. The FOB Chief, in consultation with the Office of Public Instruction (OPI) traffic education director, shall determine an appropriate course of action. If it is felt a meeting with the Instructor is warranted, the FOB Chief shall request the Regional Manager schedule a meeting with the Instructor to review items in question and issues that need to be addressed. If it is felt the Examiner has acted in error, the FOB Chief shall request the Regional Manager provide additional assistance to the Examiner.
5. If two or more incidents concerning one Instructor are reported and an investigation establishes they are valid, the FOB Chief shall notify the Instructor that he/she must attend the next available CDTP training class.
6. If the Instructor fails to comply or to respond with favorable improvement, upon consultation with the OPI traffic education director, the FOB Chief shall revoke the Instructor's CDTP approval status. The Instructor may contest the revocation recommendation by filing a written objection to the action and request for hearing with the administrator of the Motor Vehicle Division within 30 days of the date of the notice of revocation. The administrator shall appoint a hearing examiner to preside over a contested case hearing regarding the revocation recommendation and following hearing, submit a proposed decision to the administrator, who shall make the final determination in accordance with the requirements of the Montana Administrative Procedure.

**Items Which Constitute Noncompliance** (including, but not limited to:)

1. The Instructor does not appropriately guard the Department of Justice, Driver License Knowledge Test (DLKT) against theft, copying, or cheating due to one or more of the following:
  - The Instructor does not store the DLKT in a secure location and manner.
  - The Instructor does not administer the DLKT in a supervised setting.
  - The Instructor does not administer the DLKT using appropriate security techniques.
2. The Instructor does not complete the goldenrod copy of the OPI “Certification Page” (TE03—must be signed) and the “Student List” (TE04) and/or does not indicate with an “X” in the appropriate column, those students who were successful and are to be waived from the requirement to take the DLKT at the Driver Exam Station.
3. The Instructor does not forward the goldenrod copy of the “Certification and Student List Page” and all Driver License Applications to the appropriate Driver Exam Station within three days.
4. The Instructor does not issue all students an appropriate License or Permit:
  - Traffic Education Learner’s Permit (TELL) – if the DLKT is successfully completed; or
  - Restricted Instruction Permit (RIP) – if the DLKT is not taken or successfully completed.
5. The Instructor does not complete the green copy of the “Certification and Student List Page” (forms TE03 and TE04) and/or does not submit them to the appropriate Driver Exam Station, along with the driving test documentation (form 21-1800) if the student is waived from the driving skills test.
6. Driver exam office audit of students, to whom the Instructor gave driving test waivers, indicate repeated driving violations and errors.
7. Driver license applications submitted by the CDTP Instructor are incomplete or completed with errors.
8. Students report they are not receiving the hours of driving time required by law, and/or some of the driving performance training is not provided (i.e., the instructor did not teach parallel parking, or how to complete a legal left hand turn in various types of intersections).

{Prepared by the Montana Department of Justice in consultation with the Office of Public Instruction – November 2001}

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**SCHOOL DISTRICT INTENT TO PARTICIPATE**

School District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

District Superintendent's Name: \_\_\_\_\_

CDTP Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: (       ) \_\_\_\_\_

Fax Number: (       ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

1. This school district offers Traffic Education courses as follows:

Fall Semester ☐

Spring Semester ☐

Summer Semester ☐

2. School Districts must complete and submit the *Intent to Participate* and attach the *Instructor Compliance Affidavits* for each OPI approved Traffic Education Instructor employed by your district.

I certify that our instructors have reviewed, and will comply with, the Cooperative Driver Testing Program. I understand the Department of Justice/Office of Public Instruction may conduct random examinations and/or audits without prior notice, and that the Department reserves the right to cancel or suspend CDTP approval of an instructor and/or school district for noncompliance.

\_\_\_\_\_  
Signature of Responsible School Official

\_\_\_\_\_  
Date

Please mail completed forms to:  
**Montana Department of Justice**  
**Motor Vehicle Division**  
**PO Box 201430**  
**Helena, MT 59620-1430**

**HAVE QUESTIONS? CALL: 444-1778 OR 444-1779**

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**INSTRUCTOR COMPLIANCE AFFIDAVIT**

I am currently employed as a high school Traffic Education Instructor by the school listed below, and agree to comply with the provisions of the COOPERATIVE DRIVER TESTING PROGRAM (CDTP). I agree to the following:

1. PERIODICALLY REVIEW THE CDTP PROCEDURES outlined by the Montana Department of Justice (DOJ) and the Office of Public Instruction (OPI).
2. ADMINISTER THE DOJ TESTS only to students actively enrolled in an OPI approved high school Traffic Education Course.
3. CERTIFY THE WAIVER OF THE KNOWLEDGE TEST based on a student correctly answering 82% of the test questions contained in the DOJ knowledge test. Testing will be administered (a) in written form, and (b) in a supervised setting. DOJ knowledge test will not be used for a study guide or quizzes.
4. CERTIFY THE WAIVER OF THE DRIVING TEST only for students who demonstrate skills and judgment sufficient for responsible safe driving and only for those students who have successfully completed the course.
5. ADMINISTER A VISION SCREENING TEST verifying that a student's visual acuity is at least 20/40 in both eyes.
6. MAINTAIN THE RECORDS OF THE DOJ "TESTS" AND OPI "STUDENT LIST" FORMS in a secure location for a minimum period of five years.
7. SUBMIT TO THE DOJ, on the OPI "STUDENT LIST" form (TE04), the names of all students certified to be waived from the DOJ test(s).
8. ADHERE TO THE CURRENT OPI CURRICULUM GUIDELINES.

*I understand that failure to meet the above criteria may disqualify me from program participation. I further understand that the school CDTP contact person will be notified, in writing, of program approval or disapproval.*

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School District Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**HAVE QUESTIONS? CALL 444-1778 OR 444-1779**

\*Please note: If you intend to instruct classes for more than one school district, this form must be completed for each individual school district.



## COOPERATIVE DRIVER TESTING PROGRAM (CDTP) THE APPLICATION FORM

Once the applicant has filled out the application form [DL-3 (21-1500)], go over each field to see if the proper information was entered.

<b>PRINT FULL LEGAL NAME</b>			SUFFIX: Circle one if applicable. JR SR 1st 2nd 3rd 4th 5th
Last: _____ First: _____ Middle: _____			
<b>STATE OF MONTANA</b> Original Application for Drivers License (Minor Applicant) Parental Consent Required			
DATE OF BIRTH: ____/____/____		SOCIAL SECURITY NUMBER*: _____	
SEX: _____	EYE COLOR: _____	[required by Mont. Code Ann. § 61-7-107 and U.S.C. 666(a)(13); collected as data, used for child support enforcement and other identification purposes; will not be displayed on your driver's license unless you expressly authorize its use as your driver's license number **]	
WEIGHT: _____	HEIGHT: _____ HAIR: _____		
MONTANA MAILING ADDRESS (include street, city, state and zip): _____ _____		* IF NONE, mark the box below and sign the following:  <input type="checkbox"/> I hereby attest under penalty of law that I have not been issued a social security number by the Social Security Administration.	
MONTANA RESIDENCE ADDRESS (include street, city, state and zip): _____ _____			
PLACE OF BIRTH: _____ City State County		SIGNATURE: _____	
		** IF YOU WANT TO USE YOUR SOCIAL SECURITY NUMBER AS YOUR DRIVER'S LICENSE NUMBER, mark the box below and sign the following:  <input type="checkbox"/> I hereby authorize the Department to use my social security number as my driver's license number. SIGNATURE: _____	

### **Applicant's Name**

The full legal name as shown on proper identification documents {birth certificate (BC), passport (PP), Montana I.D. Card (MTID), etc.} must be shown. **Please stress to students that they need to bring an original or certified copy of their birth certificate to the exam station.**

### **Social Security Number**

It is not mandatory that you record the applicant's SSN as it will be checked at the Driver License Exam Station. If you do, check the number given from the applicant's SSN card and put a "Y" after the number to show you verified it. If taken verbally or it is already on the application, but you don't see the card, DO NOT put "Y". **Stress to students to bring the SSN card to the exam station.**

### **Date of Birth**

Date of birth must match with the document used for identification. If it doesn't, refer the applicant to the licensing station.

### **Applicant Description**

Use the letter "M" for male and "F" for female.

Actual color is used for eyes – blue, brown, etc. (be sure student doesn't just show "B").

Hair color – brown, blond, etc. (state full color).

Actual weight – 130, 118, etc.

Actual height in feet and inches – 5'6", 6', etc.

**Address**

Enter the full Montana mailing address, city and zip.

Enter Montana residence address only if different from mailing address or if the mailing address is a PO Box or Rural Route (for emergency location).

Proof of Residency will be required at time of Licensure.

DO NOT proceed if applicant is not 14 ½ years of age.

**Place of Birth**

Should be completed as accurately as possible by applicant.

**(Be advised that your license will be cancelled if the information on this application is incorrect or incomplete.)**

**THE SEVEN QUESTIONS AFTER NUMBER 1 IN THE MIDDLE OF THE FORM MUST BE ANSWERED BY THE APPLICANT, BY PLACING AN "X" IN THE APPROPRIATE BOX. IF ANY OF THE ANSWERS ARE MARKED "YES" THE APPLICANT MUST BE PROCESSED AT THE EXAM STATION.**

### **AFFIDAVIT - SIGNATURE OF APPLICANT**

The affidavit below the seven questions has a built-in section of law that eliminates the need for a notary. It's called an UNSWORN FALSIFICATION TO AUTHORITIES. The applicant must sign in ink and date the application.

<b>AFFIDAVIT OF PARENTAL CONSENT</b>	
I do solemnly swear that the above named applicant is my (circle one) son/daughter/guardianship. I hereby consent to the issuance of operator license to (circle one) him/her. I assume the obligation imposed under section 61-5-108, MCA. I understand I may cancel this consent by following the process detailed in Section 61-5-109, MCA.	
Subscribed and Sworn Before Me This _____ day of _____, 20____	_____ (Signature of Parent) or
Notary Public _____ or authorized Department Employee	_____ Signature of Responsible Adult (if parent is not available)
My Commission Expires _____ (SEAL)	_____ Write in reason parent not signing
	DL #: _____

The lower portion of form DL-3 (21-1500) must be filled out by applicants under 18 years old.

The name of the applicant must match the name listed on the top of the form.

All blanks must be completed.

This portion of the form must be signed in the presence of a notary or authorized department employee.

A parent must sign unless they are unavailable. A parent is considered unavailable if:

- They reside in another state.
- They are hospitalized with extended illness.
- They are incarcerated.

A step-parent may sign if the child was legally adopted.

If another responsible adult signs, the reason the parent is not signing must be written on the line below the signature.

If the responsible adult is not a parent, write in their driver's license number on the appropriate line. If they don't have one, write NA in the space.

**IF NO SIGNATURE APPEARS, THE APPLICANT MUST BE PROCESSED AT THE EXAM STATION!**

# COOPERATIVE DRIVER TESTING PROGRAM (CDTP) RECORD OF EXAMINATION

Describe Physical	Special Handling:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;"><b>Vision Test</b></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">RIGHT</td> <td style="text-align: center;">LEFT</td> <td style="text-align: center;">BOTH</td> </tr> <tr> <td>Without Glasses:</td> <td style="text-align: center;">20/</td> <td style="text-align: center;">20/</td> <td style="text-align: center;">20/</td> </tr> <tr> <td>With Glasses/Contacts:</td> <td style="text-align: center;">20/</td> <td style="text-align: center;">20/</td> <td style="text-align: center;">20/</td> </tr> <tr> <td>Color:</td> <td><input type="checkbox"/> Red</td> <td><input type="checkbox"/> Green</td> <td><input type="checkbox"/> Normal <input type="checkbox"/> Depth</td> </tr> </table>		<b>Vision Test</b>				RIGHT	LEFT	BOTH	Without Glasses:	20/	20/	20/	With Glasses/Contacts:	20/	20/	20/	Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Green	<input type="checkbox"/> Normal <input type="checkbox"/> Depth
	<b>Vision Test</b>																					
	RIGHT	LEFT	BOTH																			
Without Glasses:	20/	20/	20/																			
With Glasses/Contacts:	20/	20/	20/																			
Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Green	<input type="checkbox"/> Normal <input type="checkbox"/> Depth																			

## **DESCRIBE PHYSICAL CONDITIONS**

If applicant's physical condition is normal, list it here as "GOOD".

List any physical disability - missing fingers or limbs.

If applicant wears a hearing aid or has poor hearing, restrict to LEFT OUTSIDE MIRROR.

## **SPECIAL HANDLING**

Note here if another method of testing is used other than pencil and paper (i.e. oral).

## **VISION TEST – (Use Snellen Eye Chart)**

The three parts of the vision test must be recorded in this part of the form. The RIGHT EYE, LEFT EYE, and BOTH EYES together.

Use the WITHOUT GLASSES line if the applicant removed their eyeglasses to take the test.

Use the WITH GLASSES/CONTACTS line if the applicant was tested with either glasses on or contacts in.

If Contacts were used, circle the word CONTACTS.

If applicant passes with only one eye, mark "P" for pass in that area and "F" for fail in the appropriate area.

An applicant can pass the vision test with one eye and fail with one eye, but must pass using both eyes together. They must then be restricted to LEFT OUTSIDE MIRROR.

If the applicant fails the vision screening, DO NOT ISSUE ANY TYPE OF TEMPORARY OR LEARNERS LICENSE. Refer them to the exam station.

**NOTE: A STUDENT MAY STILL BE ALLOWED TO TAKE THE WRITTEN TEST IF THE VISION SCREENING IS UNSUCCESSFUL, BUT WILL NOT BE ISSUED A TELL.**

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**ADMINISTERING THE WRITTEN TEST**

**INSTRUCTING THE APPLICANT**

Issue the student one of the written tests (CDTP-1 through CDTP-5). The following procedures must be followed when taking the written test. Instruct the applicant:

Select only one answer and mark on it on the answer sheet.

Sign the answer sheet.

No talking permitted.

No use of books or notes.

When finished, give the test and the answer sheet to the instructor.

Students are allowed to miss six (6) questions and still pass - a score of 82 or better.

**GRADING THE WRITTEN TEST**

Use RED ink to mark INCORRECT answers.

Using the test overlay mark the number of each INCORRECTLY answered question on the student's answer sheet, and mark the CORRECT answer on the answer sheet.

Do not mark the question if it's answered correctly.

Students are allowed to miss six questions and still pass. Each question is worth three points – 82% is required to pass.

The test results are recorded on the ROAD RULES TEST form.

ROAD RULES TEST							
TEST	SET USED	ONES MISSED	SCORE	TEST	SET USED	ONES MISSED	SCORE
1ST				4TH			
2ND				5TH			
3RD				MOTORCYCLE TEST WAIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO			
RESULT OF EXAMINATION (For Examiner's Use Only)							
EXAM NO.	RESULTS	EXAMINER/INSTRUCTOR	APPLICANT	PLACE	DATE		
RESTRICTIONS:						<input type="checkbox"/> CDTP	

### **ROAD RULES TEST**

In the SET USED column, indicate which written test was used (CDTP-1, CDTP-2, etc).

Deduct 3 points for each missed question and write the resultant score in the SCORE section.

If the score is 82 or more, write the numbers of the missed questions in BLACK INK in the ONES MISSED column (3, 6, 19, for ex.). Write the score in BLACK INK.

If the test score is below 82, write the ONES MISSED in RED INK. Write the score in RED INK.

### **RESULTS OF EXAMINATION**

In the RESULTS column, indicate whether the tests administered were passed or failed. Write in:

**TELL** (Traffic Education Learner's Permit) - if issued.

**FCDTP-1** (Write in red. F is for FAILED. Substitute CDTP-1 for whichever test was administered)

In the EXAMINER column, write your name.

Have applicant sign his name in the APPLICANT column.

In PLACE column, enter the name of the school.

Fill in the DATE.

### **RESTRICTIONS**

If any restrictions, indicate here (Contact Lenses, Left Outside Mirror, Hearing Aids, Adaptive Equipment, etc).

If student fails written test at school and takes second test at exam station, permit expiration date will be 6 months from 1<sup>st</sup> test.

The instructor will be allowed to give NO more than 3 written tests. After 3 unsuccessful attempts, the student must report to an exam station and pay the appropriate fees, to re-test.

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**ISSUING THE TRAFFIC EDUCATION LEARNER'S PERMIT (TELL)**

Issue a TELL (form MVD/CDTP-1) when the student is successful on the written test and the other requirements.

This permit is **valid for six (6) months from the date of first (1<sup>st</sup>) test**. It may be renewed for an additional six months, with the following conditions:

**THE ORIGINAL TELL PERMIT MUST NOT BE EXPIRED** when the renewal is applied for.

The additional permit must be applied for at a driver exam station, paying the licensing fee of \$5.00 per year until age 21.

DRIVER'S LICENSE RECEIPT – STATE OF MONTANA – FIELD OPERATIONS BUREAU							
DATE: _____		DRIVER'S LICENSE NUMBER: _____					
NAME: _____							
ADDRESS: _____							
CITY: _____			STATE: _____			ZIP: _____	
RESTRICTIONS: _____				LICENSE: Class D			
DOB: _____		SEX: _____	WT: _____	HT: _____	HAIR: _____	EYES: _____	
APPLICANT SIGNATURE: _____							
<small><b>TRAFFIC EDUCATION LEARNER'S LICENSE:</b> Good for operation of Class D Vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.</small>							
This receipt is valid for 6 months from date of issue.				Exp. Date: _____			
Examiner/ Instructor _____			Station/ School _____		Date: _____		

Each line on the MVD/CDTP-1 form is to be completed with the following information:

**DATE:** Date the permit is issued.

**DRIVER LICENSE NUMBER:** Social Security number of the applicant. If none, write "See Dispatch".

**NAME:** Legal name of applicant, as recorded on the application.

**ADDRESS:** Full mailing address, including state and zip code.

**RESTRICTIONS:** If listed on the application, fill in here (i.e. left outside mirror, corrective lenses, etc).

**LICENSE CLASS D:** TELL permit.

**DOB:** Date of birth as recorded on the application.

SEX: Male or Female.

WT: Actual weight of student - 130, 118, etc.

HT: Height of student in feet and inches - 5'4", 6', etc.

HAIR: Color of hair.

EYES: Color of eyes.

APPLICANT'S SIGNATURE: Student signs with his usual signature.

EXP. DATE: Expiration date is six months from the date of first test.

EXAMINER/INSTRUCTOR: The instructor's name.

STATION/SCHOOL: The name of the school issuing the permit.

DATE: The date the permit is signed, which should be the same as the date of issue.

NOTE: A student will only be considered participating in the CDTF program while the course is being given. Once the green completion sheet reaches the driver exam station; any unsuccessful students on the written test, or incomplete students will be treated as students not participating. They will be required to pay licensing fees and follow standard procedures.

If the student loses the TELL they must go to the exam station to obtain a replacement and pay \$10.00 fee for new photo receipt.

Bring in ID and Proof of Residency.

**DISTRIBUTION OF PAPER WORK AFTER THE KNOWLEDGE TEST IS GIVEN:**

Deliver to the driver exam station, along with the Gold TE04 Student List, all DL-3/21-1500 driver license applications, successful and unsuccessful. The TE04 Student List must provide student's name, date of birth and an "X" in the proper column for each student you certify as passing the knowledge test.

PLEASE BE SURE the driver license application has all sections properly filled out with necessary signatures, etc.



## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

### **ADMINISTERING AND SCORING THE ROAD TEST**

To administer the road test, certain procedures must be followed. They are:

- ◆ Instructing the applicant
- ◆ Giving Traffic Directions
- ◆ Using the test form
- ◆ Scoring Standards for each maneuver

**NOTE: IF THE DRIVER DOES NOT OBEY TRAFFIC LAWS OR CAUSES AN ACCIDENT DURING THE TEST, THEY ARE AUTOMATICALLY DISQUALIFIED. NO MATTER WHAT POINT YOU'RE AT, STOP TESTING.**

### **INSTRUCTING THE APPLICANT**

Before beginning the road test, read these instructions to the driver. Repeat any part as necessary:

"During the road test, I will give you directions as we go along. I will always give directions for turns and so on as far in advance as possible."

"There will be no trick directions to get you to do something illegal or unsafe."

"As we go along, I will be making various marks on the test form. When you see this, it does not necessarily mean you have done anything wrong. It is best for you to concentrate on driving and not worry about what I am doing."

### **GIVING TRAFFIC DIRECTIONS**

When the driver is ready, get into the vehicle with the driver and begin giving directions for following the road test route.

Give directions clearly, well in advance of the maneuver, but not so early that it could cause confusion (telling them to turn at the next intersection when there is another intersection you would go through before the one you want them to use).

Ex: "At the first intersection, turn right."

Ex: "At the stop sign, turn left."

Directions can be combined.

Ex: "Immediately after you complete your right turn, you will have to turn left into that road over there."

Avoid using commercial signs or buildings as landmarks for directions (the applicant may not be familiar with the area).

Traffic signs may be used to give directions. Ex: "Turn right at the next stop sign."

Check the traffic and the driver's attention before giving directions.

Giving directions at standard locations is best, but you may have to give them earlier or later, if the driver is busy attending to traffic.

There are four sections to scoring the road test:

- | STATE OF MONTANA   |                             | DEPARTMENT OF JUSTICE   |         | MOTOR VEHICLE DIVISION |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|--|-----------------------------|---|---------|------------------------|---------|------|---------|-----|-----|---|-------|-----|-----|---|------|-----|-----|---|-----------|-----|-----|---|--|--|--|---|--|--|---|---|---|---|--------|-----|-----|---|-------|-----|-----|---|------|-----|-----|---|-----------|-----|-----|--|--|--|---|---|---|--|-----------------------------|-----|--|--|--------------------|-----|--|--|-----------|-----|--|--|----------------------|-----|--|--|--------------------------|-----|--|--|------------|-----|--|--|--------------|-----|--|--|---------------------------|-----|--|--|--------------|-----|--|--|---------------|-----|--|--|------------------------|-----|--|--|----------------------|-----|--|--|------------------|-----|--|--|-------------|-----|--|---|--|--------------------|-----|-----|-----|----------|--|--|--|
| <b>Applicants Name (Please Print)</b><br><div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>   |                             | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%;">Station</th> <th style="width: 20%;">Date</th> <th style="width: 40%;">Results</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td></tr> </tbody> </table> |         |                        | Station | Date | Results | 1   |     |   |       | 2   |     |   |      | 3   |     |   |           | 4   |     |   |  | D/L # _____ DOB _____<br><br>Applicant Signature _____<br><br>Signature of Examiner/Instructor _____ |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Station                     | Date  | Results |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| 1  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| 2  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| 3  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| 4  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| <b>GENERAL DRIVING BEHAVIOR</b><br><div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Used brakes properly (smooth braking, no riding or pumping)<br/> <input type="checkbox"/> Proper steering (no over/under, one finger)<br/> <input type="checkbox"/> Understood controls<br/> <input type="checkbox"/> General car control<br/> <input type="checkbox"/> Attitude </div> <div style="width: 48%;"> <input type="checkbox"/> Accident<br/> <input type="checkbox"/> Committed dangerous act<br/> <input type="checkbox"/> Put vehicle over sidewalk, lanes, stop lines<br/> <input type="checkbox"/> Failed to obeyed all traffic signs, signals and laws </div> </div> |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| <b>DRIVING TEST</b>  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 1.2em;">2</div>   |                             | <div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center; font-weight: bold; font-size: 1.2em;">3</div>  |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| <b>1 TURNS</b>   |                             | <b>TRAFFIC DRIVING</b>  |         | <b>SKILL TEST</b>      |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| <table style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> </tr> <tr> <td>R</td> <td>Signal</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>I</td> <td>Speed</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>G</td> <td>Lane</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>H</td> <td>Wheel Str</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>T</td> <td></td> <td></td> <td></td> </tr> </table>  |                             |   | 1       | 2                      | 3       | R    | Signal  | ( ) | ( ) | I | Speed | ( ) | ( ) | G | Lane | ( ) | ( ) | H | Wheel Str | ( ) | ( ) | T |  |  |  | <table style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> </tr> <tr> <td>L</td> <td>Signal</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>E</td> <td>Speed</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>F</td> <td>Lane</td> <td>( )</td> <td>( )</td> </tr> <tr> <td>T</td> <td>Wheel Str</td> <td>( )</td> <td>( )</td> </tr> </table> |  |  | 1 | 2 | 3 | L | Signal | ( ) | ( ) | E | Speed | ( ) | ( ) | F | Lane | ( ) | ( ) | T | Wheel Str | ( ) | ( ) | <table style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">3</td> </tr> <tr> <td></td> <td>Starting (from curb-signal)</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Stop Sign or Light</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Stop line</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Judgment of Distance</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Judgment of Intersection</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Head check</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Correct Lane</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Attention (signs-signals)</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Stalls Motor</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Use of Clutch</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Right of Way, Ped. Veh</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Attention to Driving</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Shifting Ability</td> <td>( )</td> <td></td> </tr> <tr> <td></td> <td>Use of Horn</td> <td>( )</td> <td></td> </tr> </table> |  |  | 1 | 2 | 3 |  | Starting (from curb-signal) | ( ) |  |  | Stop Sign or Light | ( ) |  |  | Stop line | ( ) |  |  | Judgment of Distance | ( ) |  |  | Judgment of Intersection | ( ) |  |  | Head check | ( ) |  |  | Correct Lane | ( ) |  |  | Attention (signs-signals) | ( ) |  |  | Stalls Motor | ( ) |  |  | Use of Clutch | ( ) |  |  | Right of Way, Ped. Veh | ( ) |  |  | Attention to Driving | ( ) |  |  | Shifting Ability | ( ) |  |  | Use of Horn | ( ) |  | <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Parallel Parking _____ ( )</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Parking Between Flags _____ ( )</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Driving Test Score</td> <td style="width: 12.5%; text-align: center;">1st</td> <td style="width: 12.5%; text-align: center;">2nd</td> <td style="width: 12.5%; text-align: center;">3rd</td> </tr> <tr> <td style="height: 40px; vertical-align: bottom;">Examiner</td> <td></td> <td></td> <td></td> </tr> </table> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Successful    7    Unsuccessful    8</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">RESTRICTIONS _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div> |  | Driving Test Score | 1st | 2nd | 3rd | Examiner |  |  |  |
|  | 1                           | 2   | 3       |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| R  | Signal                      | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| I  | Speed                       | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| G  | Lane                        | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| H  | Wheel Str                   | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| T  |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | 1                           | 2   | 3       |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| L  | Signal                      | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| E  | Speed                       | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| F  | Lane                        | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| T  | Wheel Str                   | ( )   | ( )     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | 1                           | 2   | 3       |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Starting (from curb-signal) | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Stop Sign or Light          | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Stop line                   | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Judgment of Distance        | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Judgment of Intersection    | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Head check                  | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Correct Lane                | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Attention (signs-signals)   | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Stalls Motor                | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Use of Clutch               | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Right of Way, Ped. Veh      | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Attention to Driving        | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Shifting Ability            | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
|  | Use of Horn                 | ( )   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| Driving Test Score   | 1st                         | 2nd   | 3rd     |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| Examiner   |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |
| DESCRIBE PHYSICAL CONDITIONS _____<br>_____<br>_____   |                             |   |         |                        |         |      |         |     |     |   |       |     |     |   |      |     |     |   |           |     |     |   |  |  |  |   |  |  |   |   |   |   |        |     |     |   |       |     |     |   |      |     |     |   |           |     |     |  |  |  |   |   |   |  |                             |     |  |  |                    |     |  |  |           |     |  |  |                      |     |  |  |                          |     |  |  |            |     |  |  |              |     |  |  |                           |     |  |  |              |     |  |  |               |     |  |  |                        |     |  |  |                      |     |  |  |                  |     |  |  |             |     |  |   |  |                    |     |     |     |          |  |  |  |

## SCORING THE TEST

Use DOJ 21-1800 to score the final drive. Submits 21-1800 with green TE04 only on student you want to certify for waiver.

Do not mark an item if it is performed correctly.

Mark UNSATISFACTORY maneuvers with a slash (/) in the box to the right of the corresponding function.

Score an item at the predetermined location.

**1**

### **TURNS**

The first row of boxes is for the first turn, second row for the second turn, etc.

Turns are scored by four steps: SIGNAL, SPEED, LANE, and WHEELS STRAIGHT. SCORING STANDARDS explains acceptable maneuvers.

**2**

### **TRAFFIC DRIVING**

There will be adequate intersections on your route for each item in this section to be scored. An intersection with traffic lights can be scored as one with a stop sign, and vice-versa. Through or stop intersections can be scored in whatever order they occur.

**3**

### **SKILL TEST**

The driver will park in a space to his right. Have the applicant drive past the parking space and back into it.

Instructions: Point out the parking space to the applicant, and say:

"Drive by the parking space and back into it. Try to get your vehicle completely into the space. When you are parked, let me know."

See the SCORING STANDARDS for an explanation of acceptable maneuvers.

**4**

### **GENERAL DRIVING BEHAVIOR**

This section will cover driving behavior done at other than the pre-determined locations on the route. If the driver makes an error that doesn't fit in this section, ignore it.

### **COMPUTING THE APPLICANT'S SCORE**

Go over the form and check that everything is marked clearly and correctly.

Carefully add up the number of marked boxes and write the total in the DRIVING TEST SCORE area.

A score of 7 or under passes. 8 or more fails. Circle one.

Enter your initials in the Examiner section.

**MAKE SURE APPLICANT'S NAME IS PRINTED ON THE FORM.**

**MAKE SURE YOU, THE INSTRUCTOR, SIGN THE FORM.**

## **SCORING STANDARDS**

### **URNS**

#### **SIGNAL**

Driver activates signal (right for right turn, left for left turn). Indicator lights will flash - clicking noise heard.

#### **SPEED**

Driver takes foot off accelerator.  
Brakes gradually, evenly.

#### **LANE**

Driver is in appropriate lane for turn - for right turns, in right most lane, but not over markings on left side of lane. For left turns, in left most lane, but not over lane markings.

#### **WHEELS STRAIGHT**

Wheels are straight ahead if a stop is necessary, or pausing for traffic.

### **TRAFFIC DRIVING**

#### **STARTING FROM CURB-SIGNAL**

Must signal before and while pulling into street.  
Use head check for existing traffic.

#### **STOP SIGN OR LIGHT**

Vehicle must come to a full stop. Must not roll forward or backward.

#### **STOP LINE**

Vehicle is not out in the intersection,  
not over the stop line,  
not on the pavement or past the sidewalk,  
not past the stop sign or other marker.

#### **JUDGEMENT OF DISTANCE**

Vehicle blends smoothly with other traffic.  
No hard (sharp) turns into traffic.

#### **JUDGEMENT OF INTERSECTION**

Applicant uses head/body movements to left and right, eye contact with other drivers, pedestrians; uses mirrors.

#### **HEAD CHECK**

Applicant uses head/body movements to the left (mirror), eye contact with other drivers, pedestrians; uses mirrors.

### CORRECT LANE

Keeps to center of lane - no wandering.

### ATTENTION (SIGNS/SIGNALS)

Traffic signs and signals are observed at all times. (speed zones, one ways, yield or stop signs)

### STALL MOTOR

Applicant does not stall engine at any time during test.

### USE OF CLUTCH

Always used clutch to shift.

Did not over rev or lug engine.

Did not coast with the clutch in.

Did not ride the clutch to control speed.

Did not 'snap' clutch.

### RIGHT OF WAY, PED.VEH

Yields to pedestrians and other traffic already at or in intersections.

### ATTENTION TO DRIVING

Notice if driver is observing the traffic environment ahead, on both sides (head/body movements to left and right, eye contact with other drivers and pedestrians), and to the rear (through the mirrors).

### SHIFTING ABILITY

No grinding or clashing of gears.

Kept in gear, not over-revving or lugging engine.

### USE OF HORN

Uses horn only for emergency situations - not to scare or freeze possible hazard.

## **SKILL TEST**

### BACKING

Driver uses mirrors and a head check to look before backing.

Use of the turn signal is optional.

### PARKING ON HILL

The wheels are turned toward the curb after parking.

### PARALLEL PARKING

Vehicle is within 18 inches of the curb.

None of the wheels are over the curb entirely.

Wheels are not turned toward the street.

Vehicle is in park or parking brake is on.

## **GENERAL DRIVING BEHAVIOR**

### **USED BRAKES PROPERLY (SMOOTH BRAKING, NO RIDING OR PUMPING)**

Driver did not ride the brake.  
Brakes applied smoothly with steady pressure.  
No hard braking or pumping.

### **PROPER STEERING (NO OVER/UNDER, ONE FINGER)**

Driver kept both hands on the wheel.  
No palming of steering wheel.  
Didn't under or over control steering.

### **UNDERSTOOD CONTROLS**

Knows how to use turn signal indicator, dim headlights, etc.

### **GENERAL CAR CONTROL**

Handled vehicle well and did not seem unable to control it at any time.

### **ATTITUDE**

Courteous to other drivers, pedestrians.  
Drove defensively during test.

### **DROVE W/O ACCIDENT**

Had no physical contact with (bump into) other vehicles, objects, pedestrians, animals, etc.

### **COMMITTED DANGEROUS ACT**

Applicant fails to use signal and head or mirror check when pulling away from the curb.  
Other drivers, pedestrians, or applicant forced to take evasive actions.

### **NEVER PUT VEHICLE OVER SIDEWALK, LANES, STOP LINES**

Vehicle never put over curbs or sidewalks.  
Generally kept in correct lane.  
Did not encroach on traffic control pavement markings, stop lines, etc.  
Examiner never thrown to left, right, or forward - wears seat belt.

### **OBEYED ALL TRAFFIC SIGNS, SIGNALS, AND LAWS**

Generally obeyed signs and signals.  
Did not persistently speed, roll through stops, or ignore traffic laws.  
(Note: only mark if the applicant committed an obvious serious violation, or persistently ignored traffic laws - don't mark if one or two minor inadvertent violations were made.)

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**DISTRIBUTION OF PAPERWORK**

DELIVER TO DRIVER EXAM STATION along with the green TE04 student list page. The 21-1800 driving test forms, successful for students you want certified for waiver. This form is sent in only if student is waived from drive test. A completed copy of form TE03 and TE04, showing proper verification signature, listing student's name, date of birth, course completed date, and indication that the DOJ driving test is certified as waived. (The TE03 Student list **is not valid** unless accompanied by a signed TE03. Driver examiners **will not accept** the TE04 without the TE03.)

KEEPING RECORDS: Maintain records of written test scores for five (5) years, keeping on file a copy of the CERTIFICATION (TE03) and STUDENT LIST FORM (TE04) as well as the regular class role/grade books.

**NOTE: Advise students who were not successful when the paperwork will be at the driver license station and when they may re-test.**

## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

### **QUICK REFERENCE GUIDE TO “CDTP” PROCEDURES**

- ❖ Schools are invited by DOJ/OPI to participate in “CDTP”
  - ❖ OPI approved traffic education teacher successfully completes CDTP “Certification Training” offered by DOJ/OPI
  - ❖ School Administrator/Board signs an “Intent to Participate”
  - ❖ Teacher signs an “Affidavit” and receives DOJ/OPI Certification Card
  - ❖ Teacher/School receives official certification from DOJ
  - ❖ Teacher/Supervisor picks up a supply of the following from their local driver exam station:  
**They must have in their possession the CDTP card to exhibit to the examiner.**
    - ✓ Driver License Application
    - ✓ TELL License
    - ✓ TE Restricted Instruction Permit
    - ✓ Driver License Knowledge Tests
    - ✓ Driver License Driving Tests
    - ✓ Driver License Manuals
- NOTE:** Please call the local exam station to set up a time to pick up supplies!
- ❖ School offers/conducts OPI/DOJ approved high school Traffic Education Course.
  - ❖ During the first part of the course:
    - ✓ Students are given their DLA to complete and take home for notarized parent signature and return with copy of their Birth Certificate.
    - ✓ Students return signed and notarized DLA and a copy of their Birth Certificate to the teacher
    - ✓ All students are “screened” for vision
    - ✓ Teacher notes results on Driver License Applications (DLA)
    - ✓ Teacher compares name on DLA and Birth Certificate
    - ✓ Teacher notes on the DLA that they have seen the Birth Certificate and then returns the Birth Certificate to the student to take home.
    - ✓ Teacher to verify social security number, if no number leave blank
  - ❖ Teacher administers the written DOJ Driver License Knowledge Test (DLKTest) in a supervised setting.
  - ❖ Teacher collects and scores the DLKTest
  - ❖ Teacher writes score on DLA
  - ❖ Teacher completes the Goldenrod Copy of the OPI “Certification Page” (TE03, must be signed) and “Student List (TE04) Page” and, in addition, indicates, with an “X” in the appropriate column, those students who were successful and are to be certified to be waived from the requirement to take the DOJ Knowledge Test at the Driver Exam Station.



- ❖ Teacher forwards the Goldenrod copy of the “Certification and Student List Page” and all Driver License Applications to the appropriate Driver Exam Station.
- ❖ Teacher issues all students an appropriate license or permit:
  - TELL (if DLKTest is successfully completed). Remember students must be at least 14 ½ years old to be issued a TELL.
  - TE (Restricted Instruction) Permit (if DLKTest is not taken or successfully completed). Only available when participating in driver education course.
- ❖ Teacher/School stores DLKTest results for at least five (5) years. Record test results.
- ❖ Teacher conducts Traffic Education course and all other knowledge and driving tests.
- ❖ Teacher administers DOJ “Driving Test” to all students.
- ❖ Teacher completes the Green Copy of the “Certification and Student List Page” to the appropriate Driver Exam Station, along with the 21-1800 driving test form. The White Copy goes to OPI and the Pink Copy is kept for their own records. The “Driving Test” results are kept for at least five (5) years.
- ❖ Students are then eligible (if 15 years of age or older) to pursue obtaining a Montana Driver’s License (or they can be issued a LL).
- ❖ Student goes to the local Driver Exam Station.
- ❖ Student brings original or certified birth certificate, valid passport.
- ❖ Student provides proof of residency.
- ❖ Student purchases the Driver’s License Receipt.
- ❖ Student takes the DOJ Vision Test.
- ❖ Student has their Photo taken.
- ❖ Students who had the “Driving Test” certified to be waived may still be chosen at random to take the DOJ “Driving Test”
- ❖ Students who did not have any test(s) certified to be waived must take the related DOJ tests.

**COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**  
**OBTAINING A SNELLEN EYE CHART FOR VISUAL SCREENING**

**SHELLEN EYE CHARTS – Cost of about \$7.00 + shipping and handling.**

**Bernell Corporation**  
**750 Lincoln Way E**  
**PO Box 4637**  
**South Bend, Indiana**  
**46634-4637**

**(219) 234-3200**